

Separation Action - Change Leaving Date

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/23/07	Lesa Terry	Initial Draft
1/25/07	Chylynn Hansel	SME Edits
1/29/2007	Janet Pasion	Updated with edits.

Purpose

Use this procedure to change the leaving date of an employee who had the incorrect separation date entered when leaving state service **AND** payroll has not ran for the period of the original separation date.

Trigger

Perform this procedure when an incorrect separation date was entered during the Separation Action and payroll has not run for the period of the original separation date.

Prerequisites

- Incorrect separation date entered during the separation action.
- Payroll has not run for the period of the original separation date.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain.










Transaction Code

PA30

Date	Procedure Update Log
01/23/2007	Created

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

Maintain HR Master Data

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee unique identifying number Example: 20000323

3. Click  (Enter) to validate the information.

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000323, Name Jones Lisa, PersArea 4900, Dept Natural Resources, EEGGroup 8 Permanent, PSubarea 00HM, Residual NonSup, EESubgroup 01, Monthly(M) OT Exem..., and Status Withdrawn. Below this are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes for selection. The 'Period' section on the right allows for selecting a date range and a specific period (Today, Curr.week, Curr.month, Last week, Last month, Current Period, Current Year). The 'Direct selection' section at the bottom has fields for 'Infotype' and 'STy'. The status bar at the bottom right shows 'RD0 (1) (201)' and 'ssvaphrddcd INS'.

Personnel no. 20000323
Name Jones Lisa
PersArea 4900 Dept Natural Resources EEGGroup 8 Permanent
PSubarea 00HM Residual NonSup EESubgroup 01 Monthly(M) OT Exem... Status Withdrawn

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...
Actions ☒
Organizational Assignment ☒
Personal Data ☒
Addresses ☒
Planned Working Time ☒
Basic Pay ☒
Contract Elements ☒
Date Specifications ☒
Family/Related Person ☐

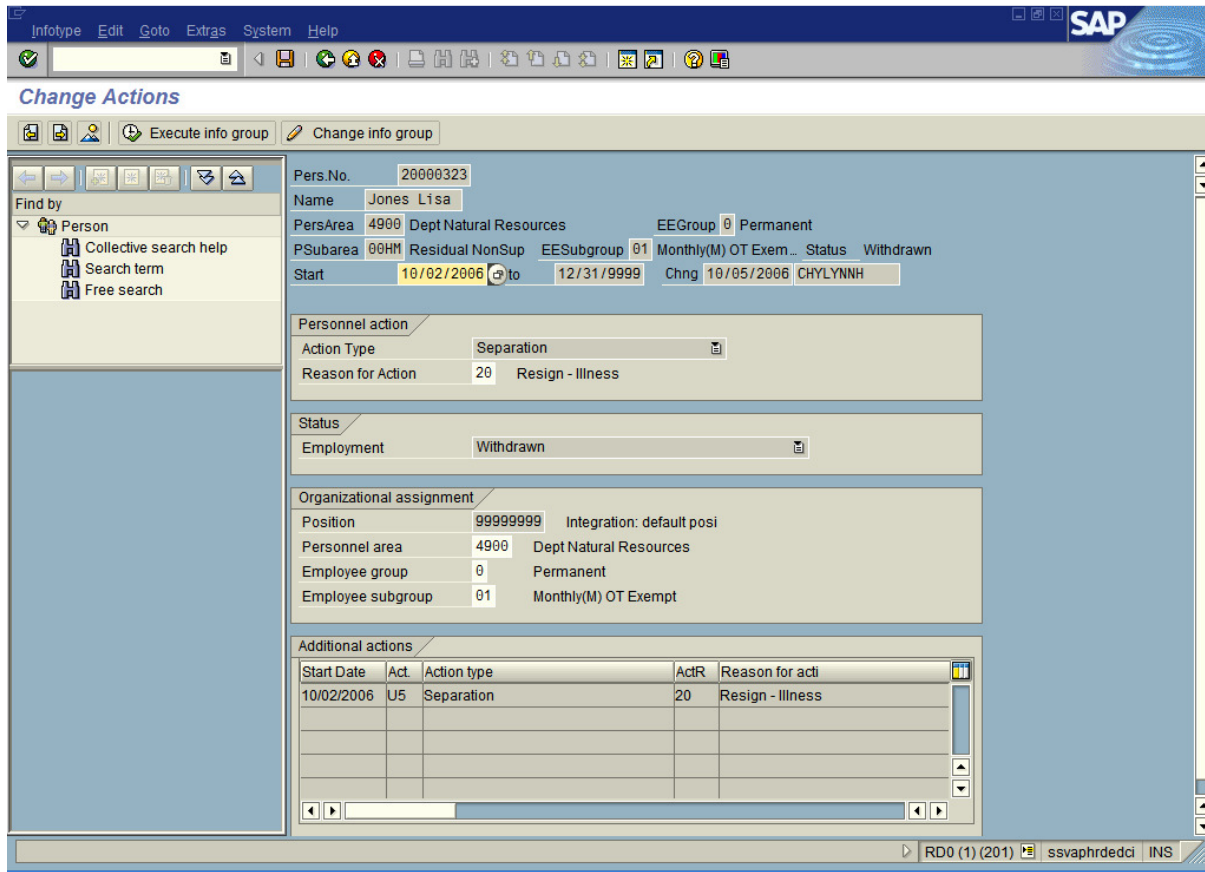
Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ Up to Today ☐ Last month
☐ Current Period ☐ Current Year
Choose

Direct selection
Infotype STy

RD0 (1) (201) ssvaphrddcd INS

4. Select **Utilities** → **Change entry/leaving date**.

Change Actions



Change Actions

Execute info group Change info group

Find by
 Person
 Collective search help
 Search term
 Free search

Pers.No. 20000323
 Name Jones Lisa
 PersArea 4900 Dept Natural Resources EGroup 0 Permanent
 PSubarea 00HM Residual NonSup ESubgroup 01 Monthly(M) OT Exem... Status Withdrawn
 Start 10/02/2006 to 12/31/9999 Chng 10/05/2006 CHYLYNNH

Personnel action
 Action Type Separation
 Reason for Action 20 Resign - Illness

Status
 Employment Withdrawn

Organizational assignment
 Position 99999999 Integration: default posi
 Personnel area 4900 Dept Natural Resources
 Employee group 0 Permanent
 Employee subgroup 01 Monthly(M) OT Exempt


Additional actions

Start Date	Act	Action type	ActR	Reason for acti
10/02/2006	U5	Separation	20	Resign - Illness

RD0 (1) (201) ssvaphrddci INS

5. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the corrected first date that the employee is no longer employed. Example: 10/12/2006

6. Click  (Enter) to validate the information.

Change Actions

Change Actions

Find by: Person

Collective search help

Search term

Free search

Pers. No. 20000323

Name Jones Lisa

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00HM Residual NonSup EESubgroup 01 Monthly(M) OT Exem... Status Withdrawn

Start 10/12/2006 to 12/31/9999 Chng 10/05/2006 CHYLYNNH

Personnel action

Action Type Separation

Reason for Action 20 Resign - Illness

Status

Employment Withdrawn

Organizational assignment

Position 99999999 Integration: default posi

Personnel area 4900 Dept Natural Resources

Employee group 0 Permanent

Employee subgroup 01 Monthly(M) OT Exempt

Additional actions


Start Date	Act	Action type	ActR	Reason for acti
10/02/2006	U5	Separation	20	Resign - Illness


Previous record from 08/02/2006 to 10/01/2006 extended to 10/11/2006

RD0 (1) (201) ssvaphrddci INS



A warning message will appear in the status bar alerting you that the dates have changed for this record.

7. Click  (Enter) to validate the information.

8. Click  (Save) to save.

Change leaving date

9. Click the gray box to the left of

<input type="checkbox"/>	0001	Organizational Assignm...	08/02/2006	10/01/2006	08/02/2006	10/11/2006	<input type="checkbox"/>
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to deselect the organizational assignment.



You want to make sure that Organizational Assignment is deselected. If the record is moved it will change the employee's Organizational Assignment Infotype (0001) history and change the employee's position history to 99999999.

10. Click the gray box to the left of

<input type="checkbox"/>	0041	Date Specifications	08/02/2006	10/01/2006	08/02/2006	10/11/2006	<input type="checkbox"/>
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to select Date Specifications.

11. Click the gray box to the left of

<input type="checkbox"/>	0416	Time Quota Compensati...	9003	10/01/2006	10/01/2006	10/11/2006	10/11/2006
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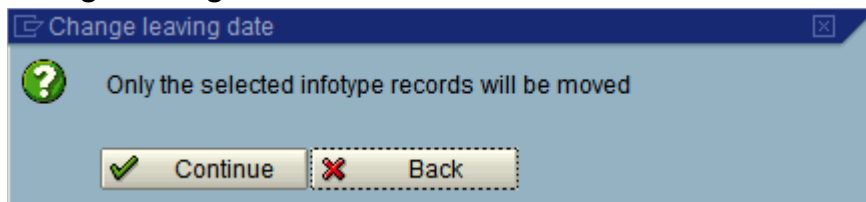
to deselect the Time Quota Compensation.



There may be other infotype records that show depending on the date you used to delimit during the separation action. If there are do not select them. Use **PA30** to change the end date.

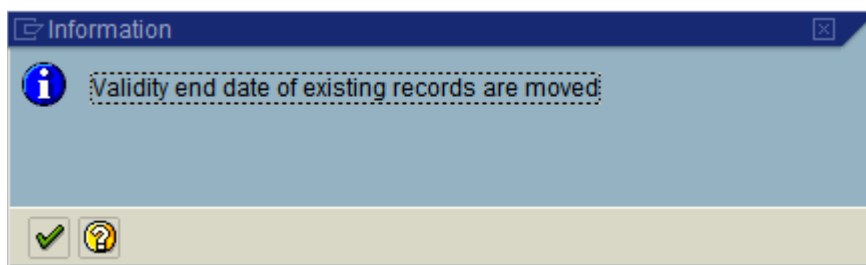
12. Click ☒ (Continue) to continue.

Change leaving date





13. Click ☒ Continue .

Information



14. Click ☒ (Continue) to continue.

Maintain HR Master Data

15. Click ☐ A11 in the Period section.
16. Click the gray box to the left of ☐ Organizational Assignment  to select.
17. Click  (Overview) for an overview of all actions associated with the **Organizational Assignment** infotype (0001).

List Organizational Assignment

Personnel No. 20000323 **Name** Jones Lisa

PersArea 4900 **Dept** Natural Resources **EEGroup** 0 **Permanent**

PSubarea 90HM **Residual NonSup** **EESubgroup** 01 **Monthly(M) OT Exem...** **Status** Active

Selection 01/01/1800 to 12/31/9999

Overview

Start Date	Co...	PA	EEG...	ESgrp	Cost Center	Cost cente...	Org. Unit	Position	Job key
10/02/2006	WA...	4900	0	01			E*AC1	Integration...	60370
08/02/2006	WA...	4900	0	01			E*AC1	3259	60370


Entry 1 of 2

RD0 (1) (201) ssvaphrddci INS

18. Click

10/02/2006	WA...	4900	0	01			E*AC1	Integration...	60370
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to select. This will be the record for the incorrect start date.

19. Click  (Change) to change the record.

Change Organizational Assignment

20. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the corrected first day the employee is no longer employed. Example: 10/12/2006

21. Click  (Enter) to validate the information.

Change Organizational Assignment

Change Organizational Assignment

Org Structure

Find by: Person

Collective search help
Search term
Free search

Personnel No. 20000323 Name Jones Lisa

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00HM Residual NonSup EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 10/12/2006 to 12/31/9999 Chng 10/05/2006 CHYLYNNH

Enterprise structure

CoCode WA01 STATE OF WASHINGTON

Pers.area 4900 Dept Natural Resources Subarea 00HM Residual NonSup

Cost Ctr Bus. Area 4900 Dept. of Natural Resourc.

Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 01 Monthly(M) OT Exempt Contract

Organizational plan

Position 99999999 Integration: default po...

Job key 50002235 NAT RES ENG 4

Exempt N

Org. Unit 30007318 AGRICULTURAL EN...

Org.key

Supervisor

Administrator

PersAdmin

Time


PayAdmin


Previous record from 08/02/2006 to 10/01/2006 extended to 10/11/2006

RD0 (1) (201) ssvaphrddci INS



A warning message will appear in the status bar alerting you that the dates have changed for this record.

22. Click  (Enter) to validate the information.

23. Click  (Save) to save.

Maintain HR Master Data




25. Click the **Time Recording** tab to select.

25.1 Perform one of the following:

If	Go To
The employee has a leave buyout.	Step 26
The employee does not have a leave buyout.	Step 34


Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays personnel data for 'Jones Lisa' with personnel number '20000323'. Fields include 'PersArea' (4900), 'Dept' (Natural Resources), 'EEGroup' (8), 'Permanent', 'PSubarea' (00HM), 'Residual NonSup', 'EESubgroup' (01), 'Monthly(M) OT Exem...', and 'Status' (Active). A tabbed interface at the bottom shows 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Time Recording' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has 'Fr.' (01/01/1800) and 'To' (12/31/9999) dates, with radio buttons for 'Today', 'Curr.week', 'A11' (selected), 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is at the bottom. The status bar at the bottom right shows 'RD0 (1) (201)', 'ssvaphrddcd', and 'INS'.

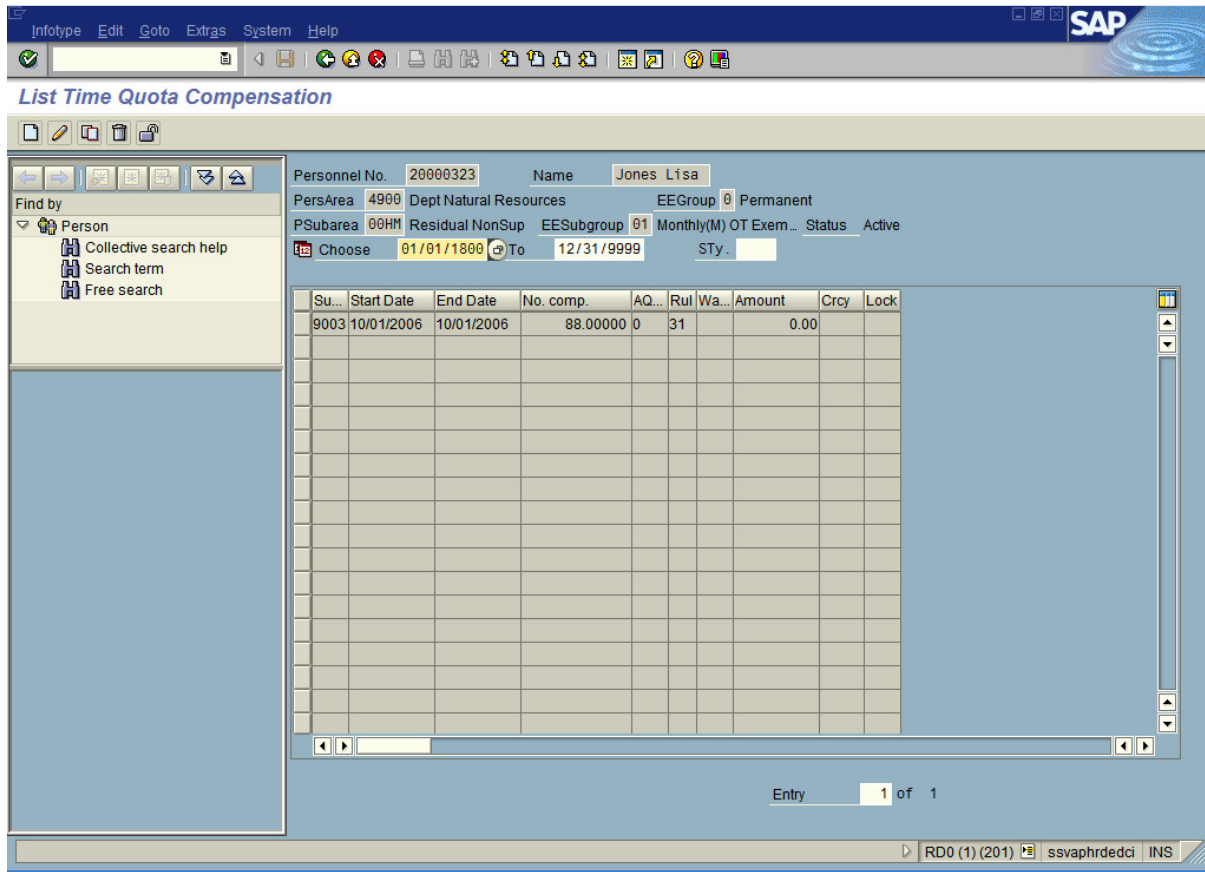
26. Click the gray box to the left of  Time Quota Compensation   to select.

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main window displays personal data for 'Jones Lisa' (Employee No. 20000323). The 'PersArea' is 4900, 'Dept' is Natural Resources, 'EEGroup' is 8, and 'Permanent' is selected. The 'PSubarea' is 00HM, 'Residual NonSup' is selected, 'EESubgroup' is 01, and 'Monthly(M) OT Exem...' is selected. The 'Status' is 'Active'. The 'Basic Personal Data' tab is active. On the left, a search panel shows 'Find by' options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The 'Infotype text' list on the right includes 'Planned Working Time', 'Absences', 'Absence Quotas', 'Attendances', 'Attendance Quotas', 'Quota Corrections', 'Substitutions', 'Time Quota Compensation' (highlighted with a green checkmark), and 'Overtime'. The 'Period' section shows 'Fr. 01/01/1800' and 'To 12/31/9999'. The 'Direct selection' section shows 'Infotype' as 'Time Quota Compensation' and 'STy' as 'STy'. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddcdi INS'.

27. Click  (Overview) for an overview of all actions associated with the **Time Quota Compensation** infotype (0416).

List Time Quota Compensation



The screenshot shows the SAP 'List Time Quota Compensation' interface. At the top, the SAP logo and standard menu bar (Infotype, Edit, Goto, Extras, System, Help) are visible. Below the menu bar is a toolbar with various icons. The main header area contains the following data:

Personnel No. 20000323 Name Jones Lisa
PersArea 4900 Dept Natural Resources EGroup 0 Permanent
PSubarea 00HM Residual NonSup ESubgroup 01 Monthly(M) OT Exem... Status Active
Choose 01/01/1800 To 12/31/9999 STy.

On the left, there is a 'Find by' section with a tree view showing 'Person' and options for 'Collective search help', 'Search term', and 'Free search'.

The main table displays the following data:


Su...	Start Date	End Date	No. comp.	AQ...	Rul	Wa...	Amount	Crcy	Lock
9003	10/01/2006	10/01/2006	88.00000	0	31		0.00		

At the bottom right, it says 'Entry 1 of 1'. The status bar at the very bottom shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

28. Select the record with the incorrect start date. For the example above, click

9003	10/01/2006	10/01/2006	88.00000	0	31		0.00		
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to select.

29. Click  (Change) to change the record.

Change Time Quota Compensation

Change Time Quota Compensation

Find by: Person

Personnel No. 20000323 Name Jones Lisa

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00HM Residual NonSup EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 10/01/2006 Chg. 10/05/2006 CHYLYNNH

Comp. method 9003 Annl Leave Buyout-Ret

Compensation specifications

Time quota type 00

Compensation rule 031 Annual Holiday/Vacation

No. to compensate 88.00000

☐ Do not account


Absence quotas


ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deductic
31	Annual Leave/Vacation	23.00000	Hours	23.00000	0.00000		0.00		08/17/20
31	Annual Leave/Vacation	65.00000	Hours	65.00000	0.00000		0.00		10/01/20

RD0 (1) (201) ssvaphrddcdi INS

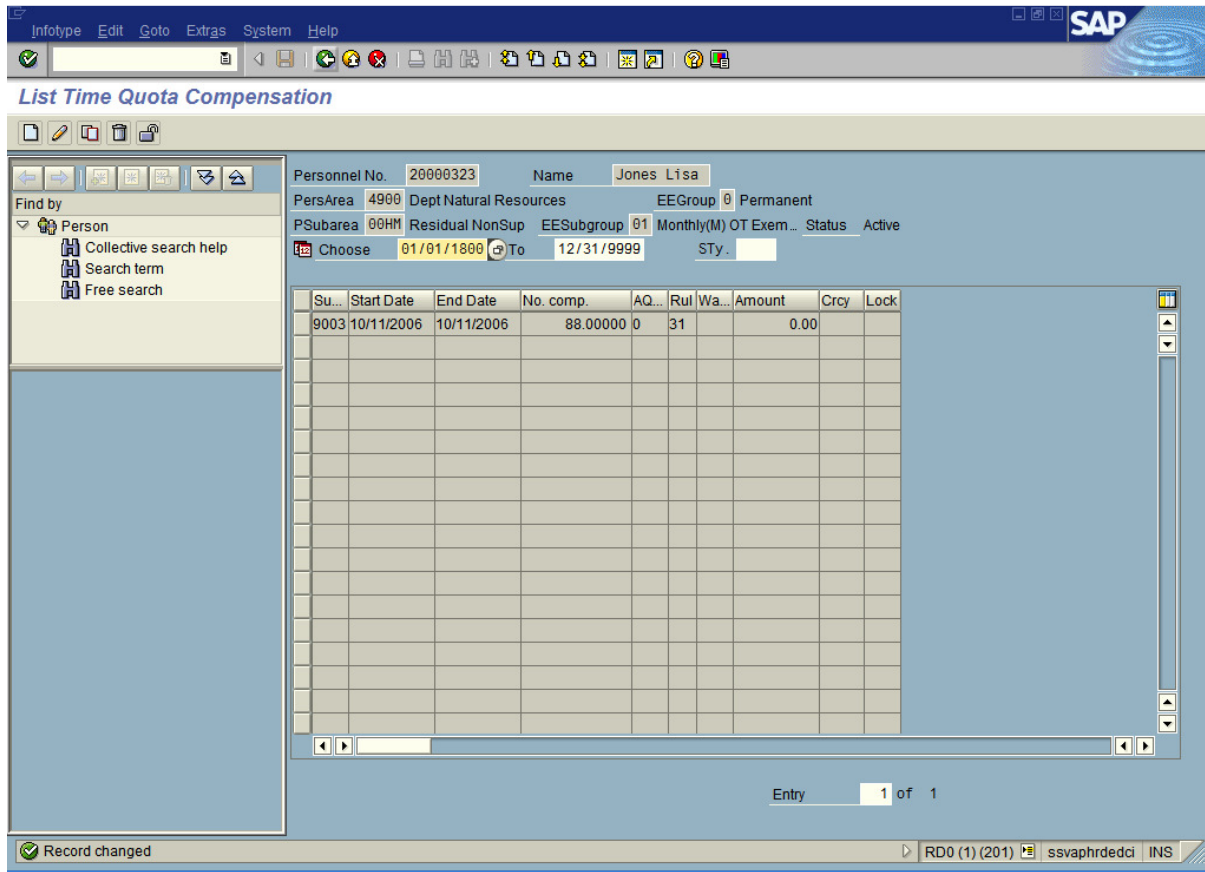
30. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the last day the employee worked. Example: 10/11/2006


31. Click  (Enter) to validate the information.

32. Click  (Save) to save.

List Time Quota Compensation



The screenshot shows the SAP 'List Time Quota Compensation' screen. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into a left sidebar and a central data area. The sidebar contains a 'Find by' section with options: Person, Collective search help, Search term, and Free search. The central area displays a form with the following fields: Personnel No. (20000323), Name (Jones Lisa), PersArea (4900), Dept (Natural Resources), EEGroup (0), Permanent, PSubarea (90HM), Residual NonSup, EESubgroup (01), Monthly(M) OT Exem..., Status (Active), Choose, 01/01/1800, To, 12/31/9999, and STy. Below the form is a table with columns: Su..., Start Date, End Date, No. comp., AQ..., Rul, Wa..., Amount, Crcy, and Lock. The table contains one row of data: 9003, 10/11/2006, 10/11/2006, 88.00000, 0, 31, 0.00. The bottom status bar shows 'Record changed', 'RD0 (1) (201)', 'ssvaphrddcd', and 'INS'. The bottom right corner indicates 'Entry 1 of 1'.

33. Click  (Back) to return to **PA30**.

34. You have completed this transaction.



Correct any other end dates if the infotype was listed on the change leaving date.
(See step 9 in the procedure.)

Result

You have corrected the separation date of an employee.

Comments

None.